



RE-ORDER/PURCHASE OF MDS CHECKS

CLIENT/NGA

Step 1

CLIENT
Prepares and submits:

- 1) Request for MDS Check Re-Order/Purchase (Form 1)
- 2) Report of Accountability for Accountable Forms (RAAFs) for MDS
- 3) Monthly Estimates for the number of transaction/Accounts Payable that cannot be paid through ADA (Form 2)

Step 8

Receives Clearance
(Form 3)

BTR DISTRICT/PROVINCIAL OFFICE

Step 2

TROO receives and evaluates
the completeness of documents
(2 mins)

(BTr employee in-charge)

Inform Client of insufficiency
of documents and provides
checklist of requirements

NO

Are requirements
complete?

YES

Step 3

TROO assesses the NGAs
inventory of MDS checks
(2 mins)

(BTr employee in-charge)

Step 4

TROO evaluates request to
determine the number of
check booklets for re-order/
purchase (8 mins)

(BTr employee in-charge)

Step 5

TROO prepares clearance
(Form 3) and forwards the
same to CTOO
(5 mins)

(BTr employee in-charge)

Step 6

NCR:

- CTOO reviews clearance and recommends approval to RD (5 mins)
- RD approves clearance and returns to concerned DO (3 mins)

(BTr employee in-charge)

(BTr employee in-charge)

(BTr employee in-charge)

Other Regional Offices:

- CTOO approves clearance and returns to TROO (3 mins)

Step 7

TROO receives, records and
releases the approved
clearance to Client
(3 mins)

(BTr employee in-charge)

Clearance

NGA – National Government Agency
TROO – Treasury Operations Officer or duly authorized personnel (District/Provincial Office)
CTOO – Chief Treasury Operations Officer I/II/OIC/ICO (District/Provincial Office)
RD – Regional Director

Total Processing Time: 28 minutes